

ISLAND COUNTY CIVIL SERVICE COMMISSION

P. O. BOX 5000 - Coupeville, WA 98239-5000

360-678-7975 – Please leave a message.

Email Address: l.meehan@co.island.wa.us

EXAMINATION ANNOUNCEMENT AND INFORMATION SHEET

CORRECTIONS DEPUTY

OPENING DATE: Pre-employment written and physical ability testing is offer continuously through Public Safety Testing. <https://www.publicsafetytesting.com/>

CLOSING DATE: This is a Continuous Examination process. You must successfully complete both the physical ability test and written examination through Public Safety Testing and submit an Application for Employment package before your application will be considered complete.

Read this announcement thoroughly - it contains vital information about the Application and Civil Service Examination process. All notifications regarding this process will be sent to you by email, unless you express a preference otherwise by written notice.

This Civil Service Examination is for a full-time, position within the Island County Sheriff’s Office. Duties include those set forth in the Job Description for Deputy Sheriff - Corrections. (A copy of which is attached.) The department facilities are located at the Island County seat in the Town of Coupeville.

DISQUALIFIERS: See below “Automatic Disqualifiers for Deputy Sheriff Position”

APPLICATION PROCESS:

In addition to successful completion of Public Safety Testing’s physical ability test (PAT) and written examinations, you must complete an Application for Employment package for this position.

Please include a cover letter and a resume in your application package. Your resume should contain your work history, educational history, including major courses of study and a history of training courses that directly affect your ability to perform as a patrol deputy. If applicable, include all military training courses. Reference letters from current or previous supervisor, current or former co-worker/peer and personal reference letters may be included with your application package.

Your application materials including application forms, certificates, cover letter and resume will be evaluated as part of the Civil Service Examination process. If you are claiming Veteran’s Scoring Criteria Status, please complete the Claim for Veteran’s Criteria Status form and include a copy of your latest military discharge DD Form 214 **Member -4** copy. If you are a current Island County Reserve Deputy or employed by the Island County Sheriff’s Department, note your employment history in your cover letter.

Do not mail your application documents to Human Resources, you should apply electronically. If you are requested to do so send documents by mail to:

Island County Civil Service Commission
P.O. Box 5000
Coupeville, WA 98239-5000

CONTINUOUS EXAMINATION PROCESS: You must successfully complete both the physical ability test (PAT) and written examination through Public Safety Testing and submit an Island County Application for Employment package before your application will be considered complete. Qualified applicants who have completed PST testing and submitted the Island County Application package will be contacted. In order to be placed on an Eligibility Register, applicants must achieve a minimum score of 70%. Veterans' Criteria Status and Service Credit will only be applied to a passing score.

ELIGIBILITY REGISTER: The names of qualified eligibles resulting from continuous examinations shall be entered on the eligible register and certifications for appointments shall be made in the same manner as from any eligible register. Names of eligibles from successive examinations in the same program shall be entered on the eligible register for the class at the appropriate places as determined by final grades.

SELECTION PROCESS: Vacancies are filled by the Civil Service "rule of three" with the top three candidates forwarded to the appointing authority for interview and background investigation as vacancies occur. Applicants given a conditional offer of employment are subject to further processes including polygraph examination, psychological examination, medical examination and background investigation.

All appointments are subject to successful completion of a probationary period equivalent to twelve months of full-time service.

Contact Linda Meehan, Chief Examiner at l.meehan@co.island.wa.us with questions.

ISLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Island County Sheriff's Office

Automatic Disqualifiers for Deputy Sheriff Position

The Island County Sheriff's Office will automatically disqualify any individual who has at any time:

- Been convicted of a felony (or pled no contest to a felony charge) or any offense that would be a felony if committed in Washington State, or has been incarcerated for any crime.
- Sold marijuana, narcotics or dangerous drugs.
- Used (tried) illegally any narcotic or dangerous drug by injection.
- Used illegally for any purpose marijuana within the past 2 years.
- Used illegally any other dangerous drugs or narcotics (marijuana included) other than for experimentation within the past 7 years. The use of an illegal drug is presumed to be not for experimentation by the Island County Sheriff's Office if:
 1. The use of marijuana exceeds a total of 10 times or exceeds 5 times in the past 7 years.
 2. The use of dangerous drugs or narcotics, other than marijuana, exceeds a total of 2 times in the past 7 years.
- Been dishonorably discharged from the United States armed forces.
- Had a pattern of abusing prescription medication.
- Received more than 4 moving traffic violations within the preceding 3 years; or reckless driving violation within the preceding 5 years; or driving while license suspended within the preceding 5 years; or driving while intoxicated within the preceding five years.
- Been involved in more than one motor vehicle accident within the preceding 3 years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "no contest".
- Been previously employed as a law enforcement agent and since has committed or violated federal, state or city laws pertaining to criminal activity.
- Committed any serious violation of Federal, State, City or County laws.
- Lied during any stage of the hiring process.
- Falsified his or her personal history questionnaire or application, or failed to disclose pertinent information.
- Been convicted of any crime under a domestic violence statute.
- Unlawful sexual misconduct.
- Any sustained finding of dishonesty against candidate from previous law enforcement employer, (Brady Material).

Discretionary Disqualifiers:

The following disqualifiers may, upon review by Island County Sheriff's Office, make you ineligible to become an Island County Deputy Sheriff:

- Alcohol or substance misuse and/or abuse.
- Excessive traffic violations.
- Commission of a misdemeanor or gross misdemeanor.
- A demonstrated unwillingness to honor fiscal contracts or just debts.
- Any other conduct or pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession.
- An inability to perform the essential functions of a Police Officer.

"Your Community Policing Partner"